

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

FINANCIAL REPORT WITH
SUPPLEMENTARY INFORMATION

Year Ended June 30, 2004

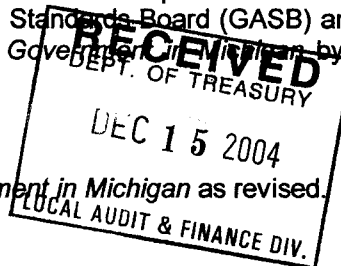
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AUDITING PROCEDURES REPORT

Issue under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name Jordan Valley District Library	County Charlevoix
Audit Date June 30, 2004	Opinion Date September 17, 2004	Date Accountant Report Submitted to State: September 17, 2004	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.



We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during they year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) Campbell, Kusterer & Co., P.C.			
Street Address 512 N. Lincoln, Suite 100, P.O. Box 686	City Bay City	State MI	Zip 48707
Accountant Signature Campbell, Kusterer & Co., P.C.			

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1
Management's Discussion and Analysis	2-3
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Assets	4
Statement of Activities	5
Fund Financial Statements:	
Governmental Fund:	
Balance Sheet	6
Reconciliation of Balance Sheet of Governmental Fund to the Statement of Net Assets	7
Statement of Revenues, Expenditures, and Changes in Fund Balance	8
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Fund to the Statement of Activities	9
Notes to Financial Statements	10-17
Required Supplemental Information:	
Budgetary Comparison Schedule – General Fund	18

CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

September 17, 2004

To the Library Board
Jordan Valley District Library
Charlevoix County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Jordan Valley District Library, as of and for the year ended June 30, 2004, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Jordan Valley District Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Jordan Valley District Library as of June 30, 2004, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Library has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of July 1, 2003.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Campbell, Kusterer & Co., P.C.

CAMPBELL, KUSTERER & CO., P.C.
Certified Public Accountants

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the year ended June 30, 2004

The Management's Discussion and Analysis report of the Jordan Valley District Library covers the library's financial performance during the fiscal year ended June 30, 2004.

FINANCIAL HIGHLIGHTS

Our financial status remained stable throughout the FY 2003-2004. The library income from property taxes was only slightly higher than budgeted so there were no significant changes in the tax base.

The library revenue sources were as follows:

District Millage.....	\$250,532.37
Penal Fines.....	\$32,494.44
Other.....	\$28,168.22

Based on currently known facts, decisions or conditions, there is no reason to believe that the library may experience a change in its financial position.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Library and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present government activities.

The remaining statements are fund financial statements, which focus on individual parts of the Library in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Library as a whole using accounting methods used by private companies. The statement of net assets includes all of the Library's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Library are reported as governmental fund activities. This includes the General Fund.

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Library's funds, focusing on significant (major) funds not the Library as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Library Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Library has the following types of funds:

Governmental Funds: All of the Library's activities are included in the governmental fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Library's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Library's governmental funds include the General Fund.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE

The Library's net assets for governmental activities decreased by \$7,132.18 during the fiscal year ended June 30, 2004, totaling \$883,815.38.

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

The General Fund's fund balance increased by \$725.79 during the fiscal year ended June 30, 2004, totaling \$420,093.85. The activities of the general fund have remained constant, consisting of salaries and benefits, purchases of materials, (books, books-on-tape and CD, music CDs, magazines, etc.) utilities, building maintenances, and programs. The revenues collected to fund the activities increased slightly due to an increase in taxable values in the district.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

Capital Assets:

The library has purchased an \$11,734.49 computer server during this fiscal year.

Long-Term Debt:

- Land contract payable: The debt service payments for this fiscal year totaled \$36,036.97 (\$15,036.97 principal and \$21,000.00 interest).
- Copier contract payable: The debt service payments for this fiscal year totaled \$2,902.44 (\$2,050.65 principal and \$851.79 interest).
- Compensated absences payable: This long-term debt increased by \$5,131.84 during this fiscal year from \$4,821.64 to \$9,953.84.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The Library's plans for the future include more space for the Library. There may potentially be improvements made to the current building or building new at the property that was recently purchased.

CONTACTING ENTITY MANAGEMENT

This financial report is designed to provide taxpayers, creditors, investors and customers, with a general overview of the entity's finances and to demonstrate the entity's accountability for the revenues it receives. If you have questions concerning this report contact Dawn Pringle, Library Director, Jordan Valley District Library, P.O. Box 877, East Jordan, Michigan 49727. 231-536-7131 (phone) jordan1@northland.lib.mi.us (Email)

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

STATEMENT OF NET ASSETS
June 30, 2004

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	419 883 31
Taxes receivable	<u>5 915 79</u>
Total Current Assets	<u>425 799 10</u>
NONCURRENT ASSETS:	
Capital Assets	1 220 234 59
Less: Accumulated Depreciation	<u>(406 709 06)</u>
Total Noncurrent Assets	<u>813 525 53</u>
TOTAL ASSETS	<u><u>1 239 324 63</u></u>
LIABILITIES AND NET ASSETS	
LIABILITIES:	
CURRENT LIABILITIES:	
Accounts payable	<u>5 705 25</u>
Total Current Liabilities	<u>5 705 25</u>
NONCURRENT LIABILITIES:	
Compensated absences payable	9 953 48
Contracts payable	<u>339 850 52</u>
Total Noncurrent Liabilities	<u>349 804 00</u>
Total Liabilities	<u>355 509 25</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	473 675 01
Designated	147 491 68
Unrestricted	<u>262 648 69</u>
Total Net Assets	<u>883 815 38</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>1 239 324 63</u></u>

The accompanying notes are an integral part of these financial statements.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

STATEMENT OF ACTIVITIES
Year ended June 30, 2004

	<u>Program Revenue</u>	<u>Governmental Activities</u>
		<u>Net Revenue and changes in net Assets</u>
<u>FUNCTIONS/PROGRAMS</u>	<u>Charges for Services</u>	
<u>Expenses</u>		
Governmental Activities:		
District Library	<u>318 327 21</u>	<u>7 725 98</u>
		<u>(310 601 23)</u>
General revenues:		
Property taxes		250 532 37
State aid		7 544 44
Penal fines		32 494 44
Interest		3 472 48
Miscellaneous		<u>9 425 32</u>
		<u>303 469 05</u>
Change in net assets		(7 132 18)
Net assets, beginning of year		<u>890 947 56</u>
Net Assets, End of Year		<u><u>883 815 38</u></u>

The accompanying notes are an integral part of these financial statements.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

BALANCE SHEET – GOVERNMENTAL FUND
June 30, 2004

<u>Assets</u>	<u>General</u>
Cash in bank	419 883 31
Taxes receivable	<u>5 915 79</u>
Total Assets	<u><u>425 799 10</u></u>
<u>Liabilities and Fund Equity</u>	
Liabilities:	
Accounts payable	<u>5 705 25</u>
Total liabilities	<u>5 705 25</u>
Fund equity:	
Unreserved:	
Designated for automation	20 536 18
Designated for building	126 955 50
Undesignated	<u>272 602 17</u>
Total fund equity	<u>420 093 85</u>
Total Liabilities and Fund Equity	<u><u>425 799 10</u></u>

The accompanying notes are an integral part of these financial statements.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUND TO THE STATEMENT OF NET ASSETS
June 30, 2004

TOTAL FUND BALANCES – GOVERNMENTAL FUND	420 093 85
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	1 220 234 59
Accumulated depreciation	(406 709 06)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds	<u>(349 804 00)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u><u>883 815 38</u></u>

The accompanying notes are an integral part of these financial statements.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND
Year ended June 30, 2004

	<u>General</u>
Revenues:	
Property taxes	250 532 37
State aid	7 544 44
Charges for services	7 725 98
Penal fines	32 494 44
Interest	3 472 48
Miscellaneous	9 425 32
Total revenues	<u>311 195 03</u>
Expenditures:	
Culture - Library:	
Salaries	100 056 95
Fringe benefits	20 222 61
Travel and workshops	1 935 66
Supplies	21 235 91
Books and materials	34 939 38
Utilities	14 906 48
Insurance	4 548 00
Professional services	10 796 00
Contracted services	35 527 50
Repairs and maintenance	7 541 65
Miscellaneous	8 085 20
Capital outlay	11 734 49
Debt service	38 939 41
Total expenditures	<u>310 469 24</u>
Excess of revenues over expenditures	725 79
Fund balance, July 1	<u>419 368 06</u>
Fund Balance, June 30	<u>420 093 85</u>

The accompanying notes are an integral part of these financial statements.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN
FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
Year ended June 30, 2004

NET CHANGE IN FUND BALANCES – TOTAL GOVERNMENTAL FUNDS 725 79

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities, these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(31 548 24)
Capital Outlay	11 734 49

Repayment of debt principal is an expenditure in the governmental funds, the repayment does not have an effect in the statement of activities but does reduce the debt balance in the statement of net assets.

Principal payments on long-term debt	17 087 62
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.

Change in compensated absences payable	(5 131 84)
--	------------

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	(7 132 18)
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The accompanying notes are an integral part of these financial statements.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Jordan Valley District Library, Charlevoix County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

In accordance with the provisions of the Governmental Accounting Standards Board's Statement No. 14 "The Financial Reporting Entity," the general purpose financial statements of the Library contain all the Library funds and account groups that are controlled by or dependent on the Library's executive or legislative branches.

The reporting entity is the Jordan Valley District Library. The Library is governed by an elected Library Board. As required by generally accepted accounting principles, these financial statements present the Library as the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Library's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

The Library reports only one fund as follows:

- The General Fund is used to record the operations of the Library which pertain to maintaining and operating the Library. Included are all transactions related to the approved current operating budget.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Library. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

All purchases of materials are reflected in expense when paid.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls. The Library 2003 tax roll millage rate was .9099 mills, and the taxable value was \$274,019,948.00.

Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings, additions and improvements	50 years
Furniture and equipment	5-15 years

Compensated Absences (Vacation and Sick Leave)

The estimated current portion of the liability for vacation and sick leave benefits attributable to the Library's governmental funds is recorded as an expenditure and liability in the respective funds. The long-term portion is recorded in the general long-term debt account group. Employees are paid for part of unused sick leave upon termination of employment.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Post-employment Benefits

The Library provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Accounting Change

Effective July 1, 2003, the Library implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (GASB No. 34). Changes to the Library's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Library's overall financial position and results of operations has been included.

Government-Wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Library's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$813,525.53.

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these general purpose financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Library Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Library Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Library Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 2 – Budgets and Budgetary Accounting (continued)

9. The budgeted amounts shown in these general purpose financial statements are the originally adopted budgets with all amendments that were approved by the Library Board during the fiscal year.

Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Library to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Library Board has designated one bank for the deposit of Library funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Library's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>419 883 31</u>
Amounts in the bank balances are without considering deposits in transit or uncleared checks.	
	<u>Bank Balances</u>
Insured (FDIC)	104 361 85
Uninsured and Uncollateralized	<u>318 197 95</u>
Total Deposits	<u>422 559 80</u>

The Library did not have any investments as of June 30, 2004.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 4 – Capital Assets

Capital asset activity of the Library's Governmental activities for the current year was as follows:

	Balance 7/1/03	Additions	Deletions	Balance 6/30/04
Land and improvements	402 553 64	-	-	402 553 64
Furniture and equipment	277 955 46	11 734 49	-	289 689 95
Buildings, additions and improvements	527 991 00	-	-	527 991 00
Total	1 208 500 10	11 734 49	-	1 220 234 59
Accumulated Depreciation	(375 160 82)	(31 548 24)	-	(406 709 06)
Net Capital Assets	833 339 28	(19 813 75)	-	813 525 53

Note 5 – Long-Term Debt

A summary of changes in long-term debt follows:

	Balance 7/1/03	Additions	Deductions	Balance 6/30/04
Contract payable – land	350 000 00	-	-	334 963 03
Compensated absences	4 821 64	-	-	9 953 48
Contract payable – copier	6 938 14	-	-	4 887 49
Total	361 759 78	-	-	349 804 00

Note 6 – Contract Payable – Land

On February 26, 2003, the Library obtained a loan in the amount of \$350,000.00 to partially fund the purchase of land. The contract requires fifteen annual payments of \$36,036.97 including interest. As of June 30, 2004, the outstanding principal balance was \$334,963.03 and it is recorded in the General Long-Term Debt Account Group.

Due Date	Total	Interest	Principal
2/26/05	\$36 036 97	\$20 097 78	\$15 939 19
2/26/06	36 036 97	19 141 43	16 895 54
2/26/07	36 036 97	18 127 70	17 909 27
2/26/08	36 036 97	17 053 14	18 983 83
2/26/09	36 036 97	15 914 11	20 122 86
2/26/10	36 036 97	14 706 74	21 330 23
2/26/11	36 036 97	13 426 93	22 610 04

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 6 – Contract Payable – Land (continued)

<u>Due Date</u>	<u>Total</u>	<u>Interest</u>	<u>Principal</u>
2/26/15	36 036 97	7 492 31	28 544 66
2/26/16	36 036 97	5 779 63	30 257 34
2/26/17	36 036 97	3 964 19	32 072 78
2/26/18	36 036 90	2 039 82	33 997 08
Total	<u>\$504 517 51</u>	<u>\$169 554 48</u>	<u>\$334 963 03</u>

Note 7 – Deferred Compensation Plan

The Library does not have a deferred compensation plan.

Note 8 – Defined Benefit Pension Plan

Plan Description

The Library contributes to the Michigan Employees Retirement System ("MERS"), an agent multiple-employer retirement system that acts as a common investment and administrative agent for municipalities in Michigan. The effective date of transfer of the Library's plan assets of approximately \$73,000 from the City of East Jordan plan to the Jordan Valley District Library plan was June 1, 1991. The Library's payroll for employees covered by MERS for the year ended June 30, 2004, was \$74,184.38 and total payroll for the same period ended was \$99,841.87.

All full-time Library employees are eligible to participate in MERS. Benefits vest after ten years of service. Library employees who retire at or after age 60 with ten years of credited service are entitled to an annual retirement benefit, payable monthly for life.

This is the normal retirement benefit and is equal to a specified percent of a member's final average compensation (a period of 60 consecutive months) multiplied by the number of years of credited service. MERS also provides death and disability benefits. These benefits are established by state statute.

Funding Status and Progress

The amount shown below as the "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases and step-rate benefits, estimated to be payable in the future as a result of employee service to date.

The pension benefit obligation was computed as part of an actuarial valuation performed as of December 31, 2003, (date of most recent actuarial report). Significant actuarial assumptions used in the valuation include:

1. The investment return rate in making the valuations was 8% per year, compounded annually. The rate of return is not the assumed real rate of return. The real rate of return is the rate of investment return in excess of the inflation rate. Considering other financial assumptions, the 8% investment return rate translates to an assumed real rate of return of 2.5%.
2. The mortality table used to measure retired life mortality was the 1994 Group Annuity Mortality Table.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 8 – Defined Benefit Pension Plan (continued)

Funding Status and Progress (continued)

3. Total active member payroll is assumed to increase 4.5% a year, which is the portion of the individual pay increase assumptions attributable to inflation. In effect, this assumes no change in the number of active members.
4. The entry age normal cost method of valuation was used in determining age and service allowance actuarial liabilities and normal cost.
5. Valuation assets (cash and investments) were valued using reported book-values for each municipality.
6. The data about persons now covered and about present assets was furnished by the system's administrative staff. Although examined for general reasonableness, the data was not audited by the actuary.
7. The actuarial valuation computations were made by or under the supervision of a Member of the American Academy of Actuaries (MAAA). The assumptions used in the actuarial valuations were adopted by the retirement board after consulting with the actuary.

The assets in excess of pension benefit obligation applicable to Library employees at December 31, 2002, which is the most current information available, is as follows:

Pension benefit obligation:

Retirees and beneficiaries currently receiving benefits	\$24 638
Terminated employee not yet receiving benefits	-
Current employees:	
Accumulated employee contributions including allocated investment earnings	-
Employer financed	<u>63 676</u>
Total pension benefit obligation	88 314
Net assets available for benefits at cost (market \$96,147)	<u>101 256</u>
Unfunded (Overfunded) Actuarial Accrued Liability	<u>(\$12 942)</u>

Actuarially Determined Contribution Requirements and Contributions Made

Actuarial valuations determine a separate contribution requirement for each participating municipality in accordance with the financial objective of contribution rates which will remain approximately level from generation to generation of municipal taxpayers.

The significant actuarial assumptions used to compute the actuarially determined contribution requirement are the same as those used to compute the pension benefit obligation as described above. The employer made contributions to the system for the year ended June 30, 2004, of \$660.23, in accordance with actuarially determined requirements computed through an actuarial valuation performance. As of December 31, 2000, the annual required contribution amount for the fiscal year beginning July 1, 2005, is \$3,144.00 using an amortization factor of .119963.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

NOTES TO FINANCIAL STATEMENTS
June 30, 2004

Note 9 – Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Library has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

JORDAN VALLEY DISTRICT LIBRARY
Charlevoix County, Michigan

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND
Year ended June 30, 2004

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Over (Under)</u>
Revenues:				
Property taxes	249 300 00	249 000 00	250 532 37	1 532 37
State aid	3 000 00	4 500 00	7 544 44	3 044 44
Penal fines	31 000 00	32 700 00	32 494 44	(205 56)
Interest	2 000 00	2 000 00	3 472 48	1 472 48
Miscellaneous	47 300 00	46 050 00	17 151 30	(28 898 70)
Total revenues	<u>332 600 00</u>	<u>334 250 00</u>	<u>311 195 03</u>	<u>(23 054 97)</u>
Expenditures:				
Culture – Library:				
Salaries	102 000 00	108 000 00	100 056 95	(7 943 05)
Fringe benefits	13 000 00	14 000 00	20 222 61	6 222 61
Travel and workshops	5 000 00	2 550 00	1 935 66	(614 34)
Supplies	13 000 00	22 500 00	21 235 91	(1 264 09)
Books and materials	40 000 00	35 000 00	34 939 38	(60 62)
Utilities	22 000 00	21 000 00	14 906 48	(6 093 52)
Insurance	7 500 00	5 000 00	4 548 00	(452 00)
Professional services	15 000 00	11 000 00	10 796 00	(204 00)
Contracted services	36 000 00	37 450 00	35 527 50	(1 922 50)
Repairs and maintenance	8 500 00	11 750 00	7 541 65	(4 208 35)
Miscellaneous	7 500 00	9 000 00	8 085 20	(914 80)
Capital outlay	23 100 00	17 000 00	11 734 49	(5 265 51)
Debt service	40 000 00	40 000 00	38 939 41	(1 060 59)
Total expenditures	<u>332 600 00</u>	<u>334 250 00</u>	<u>310 469 24</u>	<u>(23 780 76)</u>
Excess of revenues over expenditures	-	-	725 79	725 79
Fund balance, July 1	-	-	419 368 06	419 368 06
Fund Balance, June 30	-	-	420 093 85	420 093 85

CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

MARK J. CAMPBELL, CPA
KENNETH P. KUSTERER, CPA

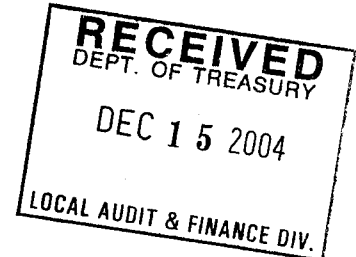
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AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

September 17, 2004

To the Library Board
Jordan Valley District Library
Charlevoix County, Michigan



We have audited the financial statements of the Jordan Valley District Library, for the year ended June 30, 2004. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES

We conducted our audit of the financial statements of the Jordan Valley District Library in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Library Board
Jordan Valley District Library
Charlevoix County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies are described in Note 1 to the financial statements.

OTHER COMMUNICATIONS

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

GASB 34 IMPLEMENTATION

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended June 30, 2004. The implementation of this pronouncement for the Jordan Valley District Library began with the year ended June 30, 2004. The daily operations and recording transactions did not change significantly, however, the Library is required to maintain additional records for the year end adjustments to the final presentation format.

COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY

Our procedures disclosed the following conditions that we would like to bring to your attention:

SEGREGATION OF DUTIES

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Library's financial statements and this communication of these matters does not affect our report on the Library's financial statements, dated June 30, 2004.

To the Library Board
Jordan Valley District Library
Charlevoix County, Michigan

SUMMARY

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

Campbell, Kusterer & Co., P.C.

CAMPBELL, KUSTERER & CO., P.C.
Certified Public Accountants